



**OAK LODGE WATER SERVICES DISTRICT & OAK LODGE WATER SERVICES AUTHORITY
BOARD OF DIRECTORS
JOINT REGULAR MEETING MINUTES – 6:00 P.M.
NOVEMBER 15, 2022**

OLWSD Board of Directors – Members Present

Susan Keil	President
Paul Gornick	Treasurer
Kevin Williams	Director

OLWSA Board of Directors – Members Present

Susan Keil	Chair
Paul Gornick	Treasurer
Kevin Williams	Director

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Gail Stevens	Finance Director
Brad Albert	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
David Hawkins	Plant Operations Superintendent
Jeff Page	Utility Operations Director
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Laura Westmeyer	Cable Huston
Scott Duren	Water Systems Consulting, Inc.
Mark Strahota	Brown and Caldwell

1. Call to Order & Hybrid Meeting Facilitation Protocols

Chair Keil called the meeting to order at 6:00 p.m.

General Manager Chaplen overviewed the general protocols of a hybrid meeting.

2. Call for Public Comment

Larry Hermo provided comments related to watershed protection rates. Chair Keil explained the rate setting process and goals of the Watershed Protection Program. Staff will work with the customer to better understand their situation.

3. Presentation of Tertiary Treatment Options

District Engineer Albert introduced consultants Scott Duren and Mark Strahota, who presented on the tertiary treatment options from the Alternatives Analysis.

The Board asked clarifying questions and discussed the project cost, timeline, and public outreach. There was consensus to move forward.

4. Consent Agenda

Items on the Consent Agenda included:

- The September 2022 Financial Report,
- The October 18, 2022 regular meeting minutes,
- An agreement with Eurofins Environment Testing Northwest for contracted services, and
- An amendment on the WWMP with WSC for flow monitoring.

Treasurer Gornick moved to approve the Consent Agenda. Director Williams seconded.

The Board asked clarifying questions regarding the Financial Report.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil, Treasurer Gornick, and Director Williams.

MOTION CARRIED

5. Presentation of Quarterly Capital Project Status Report

District Engineer Albert outlined the status of capital projects. Finance Director Stevens detailed the Capital Outlay Tracker.

The Board provided feedback on the Capital Outlay Tracker and asked clarifying questions related to capital projects.

6. Consideration of Resolution No. 2022-0011 Approving a FY 2023 Budget Transfer

Finance Director Stevens overviewed the proposed budget transfer and resolution.

The Board asked clarifying questions regarding amending the budget transfer and resolution to reflect the recent Oregon Department of Environmental Quality (DEQ) violations fine.

Treasurer Gornick moved to adopt Resolution 2022-0011 amending the Fiscal year 2022-2023 Adopted Budget with the addition of the \$26,700 from Wastewater Operating Contingency Fund for recent DEQ fine. Director Williams seconded. District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil, Treasurer Gornick, and Director Williams.

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MOTION CARRIED

7. Consideration of Purchase for Closed Circuit Television Van Retrofit

Utility Operations Director Page outlined the current equipment and recommendation to retrofit with newer technology.

The Board asked clarifying questions about the products selected for the retrofit and the need for additional equipment.

Treasurer Gornick moved to authorize the General Manager to approve the purchase of the CCTV van retrofit from CUES Inc. in the amount of \$184,889. Director Williams seconded. District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil, Treasurer Gornick, and Director Williams.

MOTION CARRIED

8. Presentation of Draft Email Use and Retention Policies

Human Resources Manager Binkowski-Burk outlined the proposed policies.

The Board asked questions regarding reporting spam email, which is covered in the OLWS Cybersecurity Policy. There was Board consensus to send the policies to the employee Union for approval.

9. Business from the Board

There were no verbal reports.

10. Department Reports

The Management Team provided monthly highlights including:

- The recent DEQ fine,
- District Recorder Casey earning certification as a Certified Municipal Clerk (CMC),
- MS4 Permit annual reporting,
- Confined Space Training for the Field Operations Team, and
- The scheduled Aerzen blower delivery.

11. Adjourn Meeting

The Board discussed the comments made earlier in the meeting by Larry Hermo.

Chair Keil adjourned the meeting at 7:48 p.m.

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Respectfully submitted,

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Susan Keil
Chair, Board of Directors

Date: 12/23/2022

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Ginny Van Loo
Vice Chair, Board of Directors

Date: 1/4/2023